



TOWN OF FREETOWN

BOARD OF SELECTMEN

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Building Closure Operational Guidelines

At their meeting at Friday, March 20th, 2020, in further social distancing measures, the Board of Selectman voted unanimously to accept the below recommendation of Town Administrator David DeManche, which will remain in effect until further notice:

When closed, I recommend the following operational guidelines:

A. Allow all non-essential personnel to remain home for a period of time specified by the Board of Selectmen.

- a. All non-essential personnel must stay in touch and be available during working hours to their department head or supervisor.
- b. All non-essential personnel must check their email regularly each day as well as their voicemail. Non-essential personnel must respond to all emails and voicemail to their best ability to accommodate the request of our residents/customers. A guideline for setting up email and calling in for voicemail has been provided to each employee.
- c. All non-essential employees will work at home remotely if they can do their job from home.
- d. All non-essential employees must be willing to come into the Town Offices if their Supervisor requires their physical presence in a critical situation and essential personnel are not available.
- e. All non-essential may required to provide "volunteer" services if needed to service critical groups such as the Brown Bag Program, CoA grocery or Medicine Dropoff, etc. Every protection will be made to protect the life and safety of all non-essential personnel asked to perform volunteer services.

B. All non-essential personnel will be fully paid during any Board authorized quarantine period without use of sick, personnel or vacation time. Essential personnel will be paid in accordance with their required work schedule. Provisions have been made to process payroll via direct deposit for all employees.

C. Essential Personnel are identified as:

- a. Town Administrator
 - b. Board of Health Agent
 - c. Building Inspector
 - d. CoA Director
 - e. Treasurer/Collector
 - f. Town Clerk
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g. Town Accountant

h. All Police and Dispatch Personnel

i. All Fire/EMT Personnel

j. Highway Employees will be on an on-call and as needed basis.

D. Non-Public Safety essential personnel will be required to participate in remote meetings which will be called by the Town Administrator. There is an expectation that all department heads will come into the Town Offices to periodically to get any required work done. If the department head is capable of doing their work remotely then the department head will use their best judgement on how often they will come into their office.

E. The Town may, in an effort to protect the health and safety of its works and at the direction of the Board of Selectmen, seek outside services to perform critical functions.